

# ARMY NATIONAL GUARD TECHNICIAN ANNOUNCEMENT NON-BARGAINING UNIT



**HUMAN RESOURCES OFFICE**  
**Washington National Guard**  
**Building 33, Camp Murray**  
**Tacoma, WA 98430-5130**

**Announcement Number**  
**10-165-ARNG**

**Opening Date**  
**02 November 2010**

**Position Title, Series & Grade**

Human Resources Specialist  
 (Recruitment & Placement/  
 Compensation)  
 GS-0201-07/09

**APPLICATIONS WILL BE ACCEPTED UNTIL 4:30 ON:**

**19 November 2010**

**PD Number:**

D104000

**SEE NOTE**

**Location of Position:**

HRO  
 Camp Murray, WA

**Baseline physical**

☐ Is required within 30 days of employment per OSHA regulation and NGB\*

☒ Is not required

\*This physical will be used to determine fitness and eligibility for continued employment

**Salary Range:**

\$41,390 PA to \$53,811 PA  
 \$50,628 PA to \$65,812 PA

**Website address:**

[http://mil.wa.gov/jobs/federal\\_job\\_ops.shtml](http://mil.wa.gov/jobs/federal_job_ops.shtml)

## Appointment Factors

**Area of Consideration**

☐ **Area A – Nationwide Excepted:** Anyone eligible for immediate enlistment and/or commissioning in the Washington Army and/or Air National Guard.

☒ **Area B – In-state Excepted:** All participating members of the Washington Army and/or Air National Guard.

☒ **Area C – In-service Excepted:** All presently employed permanent excepted technicians, indefinite excepted technicians, and AGR members with excepted technician reemployment rights to the Washington Army National Guard.

☐ **Area D – In-service Competitive:** All presently employed permanent competitive technicians of the Washington Army National Guard.

**CURRENT BARGAINING UNIT STATUS**

☐ **Bargaining Unit**

☒ **Non-Bargaining Unit**

**Appointment Factors:**

☐ Officer

☒ **Enlisted**

☐ Warrant Officer

☐ NDS (Competitive)

☒ **Permanent**

☐ Indefinite\*

## Military Assignment & Grade Requirements

**CMF:** 42A, 42F

Applicants need not be assigned to the position or possess the MOS to apply or be considered for selection. Selected applicant must be assigned to a compatible Military position and attain MOS within 1 year of appointment action.

**Military Grade Available:**

**E-5 thru E-8**

Please note: Grade Inversion will not be permitted TPR 300 (302.7, change 8 para c)

Permanent Change of Station	
<input checked="" type="checkbox"/> PCS expenses are not authorized	<input type="checkbox"/> PCS expenses are authorized
<input type="checkbox"/> PCS expenses may be authorized if determination is made that payment of PCS expenses would be in the best interest of the Washington National Guard.	
Minimum Requirements for Consideration	
<b>General Experience:</b> Experience, education, and/or training which provided the candidate with a good understanding of administrative methods for accomplishing the work of an organization. This experience must reflect the ability to analyze problems, come up with practical solutions, and to communicate effectively with others.	
<b>Specialized Experience: GS-7:</b> Must have <b>12</b> months of specialized experience which demonstrates possession of knowledge, skills, and abilities (KSAs) and personal characteristics that are necessary to the successful performance in this position. Promotion to GS-09 may be without further competition upon completion of an IDP.	
<b>GS-09:</b> Must have <b>24</b> months of specialized experience necessary to the successful performance in this position.	
<b>Other Requirements:</b> All Soldiers, civilian employees and contractor employees who drive Army-owned or leased vehicles must complete the Army Avoidance Course (AAC) training when they start working for the Army. Must have or be able to obtain <b>SECRET</b> security clearance.	
The Following Selective Placement Factors (SPFs) Will Be Considered in the Evaluation Process	
<b>Element I</b> – Ability to make person-to-person contacts to explain regulatory requirements.	
<b>Element II</b> – Knowledge of personnel management policies and directives and ability to apply fundamental principle guidelines.	
<b>Element III</b> – Skill in gathering information and data for use in developing instructions, procedures and reports.	
<b>Element IV</b> – Ability to prepare clearly written guidelines.	
<b>Element V</b> – Ability to provide guidance and assistance in the type of work or in comparable work of the position to be filled.	
<b>Element VI</b> – Ability to analyze directives and apply sound management to establish personnel programs for a specific activity.	
<b>Element VII</b> – Knowledge and ability to initiate and conduct evaluations.	
<b>Element VIII</b> – Knowledge of the rules and procedures that apply to the various categories of National Guard Full-time employees, i.e., Dual Status (DS)/Non-Dual Status (NDS), Active Guard Reserves, Active Duty Special Work (ADSW), etc.	
<b>Element IX</b> – Ability to investigate and analyze problems.	
Summary of Duties	
This position is located in a State Human Resources Office that has responsibility for servicing both Army and Air National Guard full-time personnel. The purpose of the position is to provide support for recruitment and placement, military technician compatibility, permanent change of station moves, pay setting, recruitment and retention allowances, and reduction-in-force. Provides advice and support to managers, supervisors, and the Human Resources Officer on recruitment and placement matters for a variety of professional, administrative, technical and clerical occupations GS-09 and below and for wage grade occupations WG-10 and below. Accumulates and analyzes statistics concerning recruitment and placement functions such as turnover rates, quit rates, promotions, minority hire rates, hiring lag time, etc. Ensures required selection documentation and information contained therein is correct including military compatibility; checks medical certificates and reports from references; checks security requirements; initiates select/non-select letters, etc. Interprets and applies State pay setting tools such as highest previous rate rule and recruiting and retention incentives. Assists in developing, coordinating and maintaining state plans/guidance. Performs other duties as assigned.	

## Employment Conditions

1. Technicians are paid through direct deposit/electronic funds transfer.
2. Males born after December 31, 1959, must be registered with the Selective Service Systems to be employed by the Federal Government.
3. Military Technicians are ineligible for enlistment, retention, and student loan repayment bonuses. Acceptance of a Technician position will terminate these incentives.
4. Military Technicians in the excepted service will wear the appropriate uniform while performing as a Technician.
5. Veteran's preference does not apply to National Guard Technician positions in accordance with Title 32 USC 709 (f)

**Only the work Experience and Qualifications/Education you show on the OF 612, Resume or SF 171 and SPFs can be used to evaluate your qualifications for this position. Carefully read and comply with instructions contained on the required forms.**

## How to Apply

1. Individuals who meet both the General and Specialized experience requirements may apply by submitting the following forms:
  - MIL Form 175 "Application for Technician Vacancy"
  - One of the following: (a) OF 612 "Application for Federal Employment" (b) Personal Resume, with original signature or (c) SF 171 "Personal Qualification Statement". Whatever form is used, please only list experience related to the position you are applying for. IT IS CRITICAL THAT YOU LIST DATES (MM/YY) OF YOUR EXPERIENCE.
  - MIL Form 174 "Chronological Listing of Military Service"
  - OF 306 "Declaration for Federal Employment"
  - SF 181 "Race and National Origin Identification" (this form is voluntary)
  - Response to Selective Placement Factors (SPFs). Response to the SPFs is critical to the evaluative process.
  - Crediting National Guard Experience: National Guard service may be credited as full-time experience when evaluated against the qualification requirements for a military technician position. EXPERIENCE MUST BE DIRECTLY RELATED TO THE POSITION AND DUTIES MUST BE DESCRIBED IN THE WORK EXPERIENCE SECTION OF THE APPLICATION. The level of experience will be determined by the actual duties and responsibilities performed.

(Please note: Complete and accurate data is essential to ensure fair evaluation of candidates. It is the applicant's responsibility to ensure the data is provided, accurate, and complete. Only the experience and qualifications you show on the OF 612, Resume, or SF 171 can be used to evaluate your qualifications for this position).

**\*\*To obtain forms online go to: [www.washingtonguard.com](http://www.washingtonguard.com)**

Select Jobs, then Federal job opportunities, then forms

**NOTE: Each applicant is responsible for insuring their applications arrive at the Human Resources Office at Camp Murray No Later Than 4:30pm on the closing date, unless submitting forms to the Remote Designee at 141 ARW which will be No Later Than 3:30pm.**

Submit forms to: HRO Attn: Staffing Section  
Building 33, Camp Murray  
Tacoma, WA 98430-5130

2. **INCOMPLETE APPLICATIONS or those received after the closing date WILL NOT BE CONSIDERED AND WILL BE RETURNED.**
3. College Transcripts MUST be submitted for professional positions or when substituting education for experience.
4. Applications will not be returned. Please make a copy of your application prior to submitting it to HRO.
5. EQUAL OPPORTUNITY: This position will be filled without regard to race, color, religion, age, gender, or any other non-merit factor consideration, selection, and placement of applications will be in accordance with Washington National Guard Placement & Merit Promotion Plan, WAARNG Regulation 690-4/WAANG Instruction 36-1010.

**For additional information:** HRO STAFFING SECTION  
Phone (253) 512-8363  
DSN 323-8363